

# i can

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more meaningful



## SA Health Job Pack

Job Title	Sterilising Attendant - Gastroenterology Unit
Eligibility	Open to Everyone
Job Number	689974
Applications Closing Date	26 July 2019
Region / Division	NALHN – Gastroenterology Unit
Health Service	Lyell McEwin Hospital
Location	Elizabeth Vale
Classification	WHA4 or WHA5
Job Status	Permanent Part-Time – 20 hours per week
Total Indicative Remuneration	\$52,756.00 - \$53,345.00 p.a. (pro-rata) – WHA4 \$54,091.00 - \$54,681.00 p.a. (pro-rata) – WHA5

## Contact Details

Full name	Sarah Kernot
Phone number	82820299
Email address	Sarah.kernot@sa.gov.au

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Immunisation

**Risk Category A (direct contact with blood or body substances)**

- *This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances).* [Please click here for further information on these requirements.](#)

## Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements





## ROLE DESCRIPTION

<b>Role Title:</b>	Gastroenterology Sterilizing Attendant
<b>Classification Code:</b>	WHA4
<b>LHN/ HN/ SAAS/ DHA:</b>	Northern Adelaide Local Health Network
<b>Hospital/ Service/ Cluster</b>	Lyell McEwin Hospital
<b>Division:</b>	Division of Medicine
<b>Department/Section / Unit/ Ward:</b>	Gastroenterology
<b>Role reports to:</b>	Gastroenterology Nurse Unit Manager
<b>Role Created/ Reviewed Date:</b>	
<b>Criminal History Clearance Requirements:</b>	x Child- Prescribed (DCSI) x Vulnerable (NPC)
<b>Immunisation Risk Category</b>	x Category A (direct contact with blood or body substances)

## ROLE CONTEXT

### Primary Objective(s) of role:

- To decontaminate process and supply the Gastroenterology Unit with appropriately sterilized trays, equipment and instruments.
- Responsible for identifying, rectifying faults and problems within the Department in line with the Standards for the Operation of Sterile Supply Services and the Australian & New Zealand Standards 4187.
- Responsible for providing an effective and efficient external sterilizing service for participating agencies.

### Key Relationships/ Interactions:

#### Internal

- Reports to the Nurse Unit Manager, Gastroenterology Unit.
- Ultimately responsible to the Nursing Director – Medical Division.
- Works and interacts closely with the Gastroenterology Staff

### Challenges associated with Role:

Major challenges currently associated with the role include:

- Meeting tight timelines
- Ability to work effectively within a multi-disciplinary team
- Ability to learn and apply new techniques and apply them successfully

**Delegations:**

NIL

**Key Result Area and Responsibilities**

<b>Key Result Areas</b>	<b>Major Responsibilities</b>
<b>Responsible for ensuring wards, departments and Operating Rooms are supplied with sterile equipment, trays and instruments by:</b>	<ul style="list-style-type: none"><li>• assisting the decontamination, re-assembly and processing of Gastroenterology equipment.</li><li>• collecting contaminated instruments and equipment and clean using appropriate method.</li><li>• operating all sterilizing equipment according to set procedures.</li><li>• prioritising the units needs</li><li>• ensuring that all stock supplied is high level disinfected, or sterile</li><li>• ensure that all equipment remain in date</li></ul>
<b>Responsible for the effective and efficient operation of the TSU Department by:</b>	<ul style="list-style-type: none"><li>• operating and monitoring all mechanical equipment by following set procedures and quality checks.</li><li>• Identifying and reporting equipment breakages and faults and maintaining all records relevant to these machines.</li><li>• checking instruments for correct working order by using the SIIMS system and identifying instruments for repair.</li><li>• reporting to Nurse Unit Manager Gastroenterology Unit missing or damaged articles or equipment and any malfunction of electrical equipment.</li><li>• performing appropriate tests to ensure sterilizers are working effectively and maintaining records of test results.</li><li>• checking sterilizing cycle printout and graphs and identifying incorrect sterilising processes and responding appropriately.</li><li>• maintaining all records relevant to the use of sterilizing/high level disinfection units</li><li>• understanding and using appropriate work practices to maintain a clear, orderly and safe environment.</li><li>• maintaining stock supplies</li></ul>
<b>Contribute to the effective and efficient operation of the Hospital by:</b>	<ul style="list-style-type: none"><li>• maintaining an understanding of Gastroenterology Unit, and liaising effectively with staff.</li></ul>
<b>Contribute to the Nursing Service providing a high quality service by:</b>	<ul style="list-style-type: none"><li>• participating in Quality Improvement activities, including the identification of performance standards and increased efficiencies.</li><li>• displaying an understanding of Quality Improvement principles within the work area</li><li>• using the computerised instrument management system.</li></ul>
<b>Demonstrate responsibility and commitment to Infection Control policy</b>	<ul style="list-style-type: none"><li>• by using Standard Precautions strategies and actions as outlined in the Lyell McEwin Hospital Infection Control Manual</li></ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- Employees at this level have completed an AQF Certificate III relevant to the employee's position.

#### **Personal Abilities/Aptitudes/Skills:**

- Effective communication skills both verbal and written.
- Ability to work under limited direction and as a team member.
- Ability to work as a member of a multi-disciplinary team
- Good organisational skills.
- Physically able to fulfil role.
- Ability to cope with change.
- Ability to learn new techniques quickly and apply them successfully.

#### **Experience**

- Demonstrated experience in the perioperative and theatre environment

#### **Knowledge**

- Understanding of Work Health and Safety principles and procedures
- Understanding of the Australian National Safety & Quality Health Service Standards.
- Knowledge of the latest standards in Sterilization Technology
- Knowledge of sterilizing techniques/methods
- Knowledge of infection control principles
- A knowledge of Universal Precautions.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- AQF Certificate IV - Sterilizing Technology
- Knowledge of Endoscopes and their cleaning

#### **Experience**

- Demonstrated understanding of standards and best practice for the Sterilizing Department

### Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007* (Cth).
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- > *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- > *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and the SA Health (Health Care Act) Human Resources Manual.*
- > *Relevant Australian Standards.*
- > *Duty to maintain confidentiality.*
- > *Smoke Free Workplace.*
- > *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- > *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

**Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**Cultural Commitment:**

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.





## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Ageing, and the Minister for Mental Health and Substance Abuse. The Department for Health and Ageing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

## Values

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document

**Name:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17		Minor formatting with order of information amended.



## ROLE DESCRIPTION

<b>Role Title:</b>	Theatre Sterilizing Attendant
<b>Classification Code:</b>	WHA5
<b>LHN/ HN/ SAAS/ DHA:</b>	Northern Adelaide Local Health Network
<b>Hospital/ Service/ Cluster</b>	Lyell McEwin Hospital
<b>Division:</b>	Division of Medicine
<b>Department/Section / Unit/ Ward:</b>	Gastroenterology Unit
<b>Role reports to:</b>	Gastroenterology Nurse Unit Manager
<b>Role Created/ Reviewed Date:</b>	
<b>Criminal History Clearance Requirements:</b>	x Child- Prescribed (DCSI) x Vulnerable (NPC)
<b>Immunisation Risk Category</b>	x Category A (direct contact with blood or body substances)

## ROLE CONTEXT

### Primary Objective(s) of role:

- To decontaminate process and supply the Gastroenterology Unit with appropriately sterilized trays, equipment and instruments.
- Responsible for identifying, rectifying faults and problems within the Department in line with the Standards for the Operation of Sterile Supply Services and the Australian & New Zealand Standards 4187.

### Key Relationships/ Interactions:

#### Internal

Reports to the Nurse Unit Manager Gastroenterology.  
Ultimately responsible to the Nursing Director – Medical Division.  
Works and interacts closely with the Gastroenterology Unit staff

### Challenges associated with Role:

Major challenges currently associated with the role include:

- Meeting tight timelines
- Ability to work effectively within a multi-disciplinary team
- Ability to learn and apply new techniques and apply them successfully

<b>Delegations:</b>
NIL

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Responsible for ensuring wards, departments and Operating Rooms are supplied with sterile equipment, trays and instruments by:</b>	<ul style="list-style-type: none"> <li>• assisting the decontamination, re-assembly and processing of Gastroenterology Unit equipment.</li> <li>• collecting contaminated instruments and equipment from Gastroenterology Unit and clean using appropriate method.</li> <li>• operating all sterilizing equipment according to set procedures.</li> <li>• prioritising Gastroenterology Unit sterilizing needs.</li> <li>• ensuring that all stock supplied is high level disinfected, or sterile</li> <li>• ensure that all equipment remains in date</li> </ul>
<b>Responsible for the effective and efficient operation of the TSU Department by:</b>	<ul style="list-style-type: none"> <li>• operating and monitoring all mechanical equipment by following set procedures and quality checks.</li> <li>• Identifying and reporting equipment breakages and faults and maintaining all records relevant to these machines.</li> <li>• checking instruments for correct working order by using the SIIMS system and identifying instruments for repair.</li> <li>• reporting to Nurse Unit Manager Gastroenterology Unit missing or damaged articles or equipment and any malfunction of electrical equipment.</li> <li>• performing appropriate tests to ensure sterilizers are working effectively and maintaining records of test results.</li> <li>• checking sterilizing cycle printout and graphs and identifying incorrect sterilising processes and responding appropriately.</li> <li>• maintaining all records relevant to the use of sterilizing/high level disinfection units</li> <li>• understanding and using appropriate work practices to maintain a clear, orderly and safe environment.</li> <li>• maintaining stock supplies</li> </ul>
<b>Contribute to the effective and efficient operation of the Hospital by:</b>	<ul style="list-style-type: none"> <li>• maintaining an understanding of Gastroenterology Unit requirements and liaising effectively with staff.</li> <li>• identifying where a need for change to stock levels is required and acting upon the information in liaison with the Nurse Unit Manager Gastroenterology Unit</li> </ul>
<b>Contribute to the Nursing Service providing a high quality service by:</b>	<ul style="list-style-type: none"> <li>• participating in Quality Improvement activities, including the identification of performance standards and increased efficiencies.</li> <li>• displaying an understanding of Quality Improvement principles within the work area</li> <li>• using the computerised instrument management system.</li> </ul>
<b>Demonstrate responsibility and commitment to Infection Control policy</b>	<ul style="list-style-type: none"> <li>• by using Standard Precautions strategies and actions as outlined in the Lyell McEwin Hospital Infection Control Manual</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- Employees at this level have completed an AQF Certificate III relevant to the employee's position and at least 560 hours satisfactory in service experience.

#### **Personal Abilities/Aptitudes/Skills:**

- Effective communication skills both verbal and written.
- Ability to work under limited direction and as a team member.
- Good organisational skills.
- Physically able to fulfil role.
- Ability to cope with change.
- Ability to learn new techniques quickly and apply them successfully.

#### **Experience**

- Previous experience within a hospital environment.

#### **Knowledge**

- Understanding of Work Health and Safety principles and procedures
- Understanding of the Australian National Safety & Quality Health Service Standards.
- Knowledge of the latest standards in Sterilization Technology
- Knowledge of sterilizing techniques/methods
- Knowledge of infection control principles
- Knowledge of Universal Precautions.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- AQF Certificate IV - Sterilizing Technology
- Knowledge of Endoscopes and their cleaning

#### **Personal Abilities/Aptitudes/Skills:**

- Ability to work as a member of a multi-disciplinary team

#### **Experience**

- Demonstrated understanding of standards and best practice for the Sterilizing Department

### Special Conditions:

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**Name:**

**Role Title:**

**Signature:**

**Date:**

## Role Acceptance

### Incumbent Acceptance

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**Name:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17		Minor formatting with order of information amended.